

☒ APPROVED

ESSEXVILLE/HAMPTON SCHOOL DISTRICT

ELECTION CONSOLIDATION

January 14, 2005

Cynthia A. Luczak, Bay County Clerk
515 Center Avenue, Suite 101
Bay City, MI 48708
(989) 895-4280

TABLE OF CONTENTS

	Page
School Election Consolidation Coordinating Committee.....	1
Essexville/Hampton Schools Election Date Resolution.....	2-3
Essexville/Hampton Public School Board Members & Terms.....	4
Polling Locations.....	5-7, 7A
Boundary Map.....	8
Election Responsibilities Performed by County Clerk.....	9
Election Responsibilities Performed by Local Clerk.....	10
Election Responsibilities Performed by School Board Secretary.....	11
Reimbursement Outline (Kent County example).....	12-14
Bay County Board of Commissioners Special Election Programming Resolution.....	15
Signatures.....	16

**SCHOOL ELECTION CONSOLIDATION COORDINATING COMMITTEE
ESSEXVILLE/HAMPTON PUBLIC SCHOOLS**

Essexville/Hampton School District is a K-12 public school district located in Bay County. The school election consolidation committee consists of the Chairman, Cynthia A. Luczak, Bay County Clerk; Representative/Secretary to the Essexville/Hampton School Board and the clerks of all jurisdictions that wholly or partially fall within the Essexville/Hampton School District.

The following is a listing of jurisdictions that wholly or partially fall within the district:

City of Essexville	Lois Engelhardt, Clerk 1107 Woodside Ave., Essexville, MI 48732	989-893-0772
Hampton Township (part)	Pamela Wright, Clerk 801 W. Center Avenue PO Box 187 Bay City, MI 48707	989-893-7541

Returned to Thrun Maatsch 11-15-04
cc: BAISD

Resolution No. 2
(To be adopted after
public hearing)

Essexville-Hampton Schools (the "District").

A regular meeting of the board of education (the "Board") of the District was held in the Garber High School library in the District, on the 8th day of November, 2004, at 7:00 o'clock in the evening.

The meeting was called to order by John Martin, President.

Present: Members John Martin, David Lovely, Gregory Wagner, Charles Rochow, William Mahoney, Joseph Pergande, Marilyn Abbs

Absent: Members (None)

The following preamble and resolution were offered by Member Mahoney and supported by Member Pergande:
(Mahoney)
(Pergande)

WHEREAS:

The Board, pursuant to the provisions of the Consolidated Election Laws, has conducted a public hearing pursuant to published notice within the District; and

Pursuant to law, the Board desires to establish the regular election date for the District after considering comment and input received concerning the Board's tentatively proposed selection of a regular election date.

THEREFORE, BE IT RESOLVED THAT:

1. The Board does hereby approve May as the regular election date for the District on a (an) annual basis, to continue hereafter until changed pursuant to law, if permitted.
2. This resolution shall forthwith be filed with the Michigan Secretary of State in Lansing, Michigan.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members Martin, Lovely, Wagner, Rochow, Mahoney, Pergande, Abbs

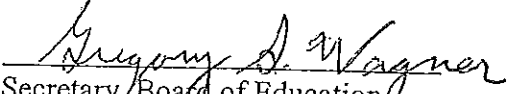
Nays: Members (None)

Motion declared adopted.

Gregory D. Wagner
Secretary, Board of Education

FILED-CO. CLERK
NOV 23 9 55 AM '04
CLERK OF DISTRICT COURT

The undersigned duly qualified and acting Secretary of the Board of Education
Essexville-Hampton Schools, hereby certifies that the foregoing is a true and complete copy
of a resolution adopted by the Board at a regular meeting held on November 8, 2004, the
original of which resolution is a part of the board's minutes and further certifies that notice of the
meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.


Secretary, Board of Education

S:\USERS\SKMHP\JBW042304.r2

THRUN LAW FIRM, P.C.

9/04

**ESSEXVILLE-HAMPTON PUBLIC SCHOOLS
BOARD OF EDUCATION
2004-05**

<u>Name</u>	<u>Term Expires</u>
John A. Martin (President) 215 Sharpe Street Essexville, MI 48732	June 30, 2008 4 year term
David A. Lovely (Vice President) 1840 N. SE Boutell Road Essexville, MI 48732	June 30, 2007 4 year term
Charles C. Rochow (Treasurer) (L.R.N.) 1545 Primrose Lane Essexville, MI 48732	June 30, 2008 4 year term
Gregory S. Wagner (Secretary) 300 Pine Street Essexville, MI 48732	June 30, 2005 4 year term
William R. Mahoney (Trustee) 112 Main Street Essexville, MI 48732	June 30, 2006 4 year term
Joseph E. Pergande (Trustee) 1565 Primrose Lane Essexville, MI 48732	June 30, 2007 4 year term
Marilyn S. Abbs (Trustee) 1401 Mercer Street Essexville, MI 48732	June 30, 2006 4 year term

ESSEXVILLE-HAMPTON PUBLIC SCHOOLS

303 PINE STREET
ESSEXVILLE, MICHIGAN 48732-1598
(989) 894-9700 FAX (989) 894-9705

CORINNE M. NETZLEY
SUPERINTENDENT

THOMAS E. TROMBLEY
HUMAN RESOURCES DIRECTOR

JOHN W. MERTZ
DIRECTOR OF INSTRUCTION

STEVEN A. LENAR
ADMINISTRATIVE SERVICES CONSULTANT

January 7, 2005

Cynthia A. Luczak
Bay County Clerk
515 Center Avenue, Suite 101
Bay City, MI 48708-5941

Dear Ms. Luczak:

Per your conversation with my assistant, Ann Hebert, on Friday, January 7th, please consider this letter my confirmation of the voting jurisdictions within the Essexville-Hampton Public Schools:

Precinct No. 1:

Designated as City Precinct No. 1 (bound on the east by the city limits of the City of Essexville, on the north by the city limits of the City of Essexville, on the west by all of Sharpe Street, and east to the city limits of the City of Essexville), all residences with address numbers of 1300 or greater on east/west streets, and all north/south running streets east of Sharpe Street, and on the south by the city limits of the City of Essexville.

Precinct No. 2:

Designated as City Precinct No. 2 (bound on the east by all of Hart Street, on the north by the city limits of the City of Essexville, and on the south by the city limits of the City of Essexville), all residences with address numbers less than 1300 on east/west streets, and all north/south running streets west of Hart Street.

Precinct No. 3:

Designated as Hampton Precinct No. 1 (bound on the south by the School District of the City of Bay City, on the west and north by the city limits of the cities of Bay City and Essexville, and on the east by the east line of the Frank Goddeyne subdivision of part of the south 3/4 of the west 1/4 of Section 24, Town 14 north, Range 5 east).

Precinct No. 4:

Designated as Hampton Precinct No. 2 (bound on the west by the city limits of the City of Essexville, on the north by the Saginaw River and Saginaw Bay, on the east by the west side of Knight Road, and on the south by the School District of the City of Bay City).

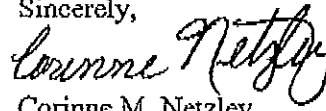
Page 2

Precinct No. 5:

Designated as Hampton Precinct No. 5 (bound on the west by the east side of Knight Road, on the north by Saginaw Bay, on the east by Tuscola County, and on the south by the School District of the City of Bay City).

If you need further information, please don't hesitate to contact me or Ann.

Sincerely,



Corinne M. Netzley
Superintendent

POLLING LOCATIONS

City of Essexville

Essexville Pct 1	City Hall, 1107 Woodside Ave., Essexville MI
Essexville Pct 2	St Luke's Methodist Church, 206 Scheurmann, Essexville, MI

Hampton Township

Hampton Pct. 1	Bush School, 800 Nebobish Ave., Essexville, MI
Hampton Pct. 2	Verellen School, 612 Borton Ave., Essexville, MI
Hampton Pct. 5	Verellen School, 612 Borton Ave., Essexville, MI

Essexville/Hampton Schools Registered Voters by Jurisdiction

Bay County

City of Essexville: 2743

Hampton Township: 3940

POLLING LOCATIONS/PRECINCTS

City of Essexville

Essexville Pct 1 City Hall, 1107 Woodside Ave., Essexville MI

Essexville Pct 2 St Luke's Methodist Church, 206 Scheurmann, Essexville, MI

Hampton Township

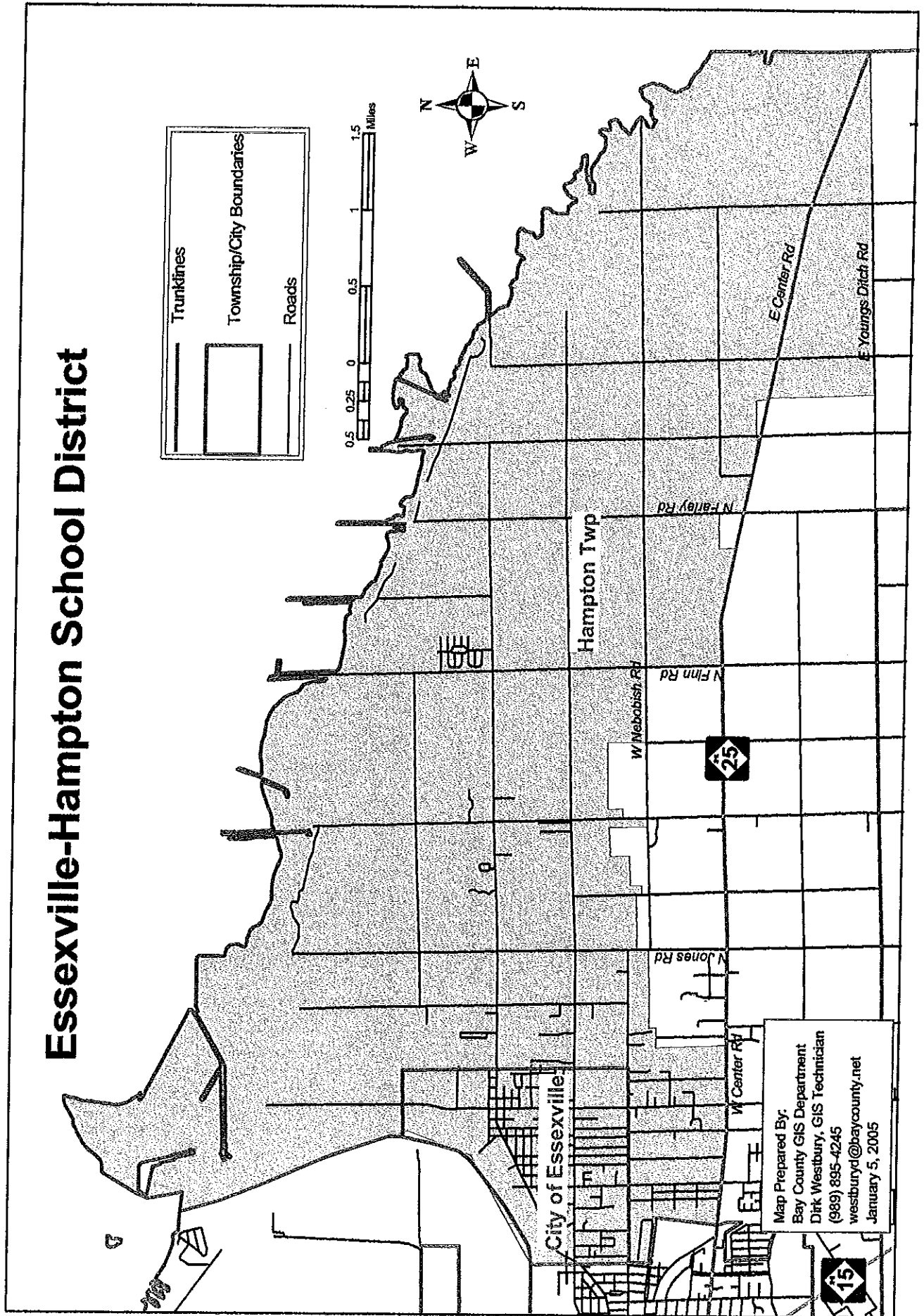
Hampton Pct. 1 Bush School, 800 Nebobish Ave., Essexville, MI

Hampton Pct. 2 Verellen School, 612 Borton Ave., Essexville, MI

Hampton Pct. 5 Verellen School, 612 Borton Ave., Essexville, MI

Contingent on the number of candidates or ballot issues, precincts may be consolidated if the precincts are located at the same polling location.

Essexville-Hampton School District



Election Responsibilities Performed by the County Clerk

- Serve as the district's filing official and accept candidate filings, any ballot proposal language, check petitions for sufficiency, accept candidate withdrawals.
- Transmit copies of petitions to the local clerks for verification and certification of candidates for the ballot to the county clerk.
- Public Notice "Close of registration" (2) and "Notices of Election" (2).
- Arrange for the programming and layout of ballots.
- Programming fees of \$100 per precinct shall be assessed for special elections.
- Arrange for ballot printing and proofing.
- Send proof ballot to school district and candidates.
- Assign coding on the ballots and test the coding.
- Provide election inspector training on a two year cycle in conjunction with election inspector certification required by law.
- Order necessary precinct kits.
- Handle election day issues and "troubleshooting".
- Schedule canvass of election and provide election results to the Board of Canvassers for certification of the election.
- Compile reimbursement requests from local clerks and present to school district.
- Notifies each elected candidate of their election within five (5) days after certification of the election.
- Receives "Acceptance of Office with Oath of Office" of the elected candidates from the School Board Secretary.
- All other duties required of an election coordinator in conducting the school election as prescribed by law.
- Present to the school board a verified account of actual costs of conducting the school districts regular or special election not later than 84 days after the date of the regular or special election as per law.

Election Responsibilities Performed by the Local Clerks

- Receive copies of the petitions for verification and certify candidates for the ballot to the county clerk.
- Conduct school district's regular and special elections
- Provide voting equipment for the district's elections
- Public notice "Public Accuracy" test
- Perform "Public Accuracy" testing
- Handle the distribution, receipt and processing of absentee ballot applications.
- Handle the issuance of absentee ballots and the return of voted absentee ballots.
- Be available on the Saturday prior to the election in order to issue absentee ballots.
- Handle Qualified Voter File (QVF) related responsibilities (production of precinct lists and updating voter history) for jurisdictions with QVF equipment.
- Appoint Election Inspectors. Every attempt will be made to work with three inspectors per precinct. In the event of consolidation of precincts at one location, an additional inspector may be assigned as necessary. Ballot questions may warrant additional inspectors, to be determined.
- The Chairperson of the election inspectors shall be paid at their respective city/township's standard rate per election. Payment shall be made by the local clerks prior to reimbursement from the Essexville/Hampton School Board.
- Election Inspectors shall be paid at their respective city/township's standard rate per election. Payment shall be made by the local clerks prior to reimbursement from the Essexville/Hampton School Board.
- Set up polling places on election day.
- Handle election day issues and "troubleshooting".
- Deliver election day results/materials to county clerk.
- Store voted ballots after the election.
- Present to the county clerk a verified account of actual costs of conducting the school districts regular or special election not later than 84 days after the date of the regular or special election as per law. Schools would appreciate submission of the expenses prior to June 30, the end of their fiscal year.
- Local clerks who have "opted in" hold the ability to establish precinct boundaries by resolution of their local Election Commission.
- All of duties required of a clerk in conducting the school election as prescribed by law.

**Election Responsibilities Performed by the Secretary of the
Essexville/Hampton School Board**

- Submit the agenda report to “Call the Election” or “Set the Specifics” of the ballot to include the ballot language and the names of board members for Board approval as done in the past pursuant to Thrun Law Firm, legal counsel.
- Forward ballot language to the election coordinator, if submitting a ballot question on a regular election date, on a date when a city or township within the school district is holding an election by adopting a resolution to that effect, not less than 70 days before the election date, or on a special election date as provided by section 641 (4).
- Must reimburse local jurisdictions for costs associated with issuance of new voter identification cards.
- Within ten days after notification by the election coordinator of the election to a school board each member-elect must file an acceptance of office with the secretary of the school board.
- Receives “Acceptance of Office with Oath of Office” from newly elected candidate.
- Forwards original of the “Acceptance of Office with Oath of Office” to the county clerk.
- Within three days after appointment to fill a vacancy provide written notice to the election coordinator. Notice to include name, address and office of the person who vacated the office and the same information for the person filling the vacancy. MCL 168.311
- School board shall pay or disapprove all or a portion of the verified account within 84 days after receiving the verified account of actual costs of conducting the election. (Precinct inspectors compensated by local jurisdictions prior to this date.)
- School board shall pay their applicable portion for the canvass of the votes.
- All other duties required of a school board secretary in conducting a school election as prescribed by law.

REIMBURSEMENT OF COSTS ASSOCIATED WITH SCHOOL ELECTIONS

(Michigan Election Law: 168.315 and 168.487;
Memo from State Bureau of Elections, February 2, 2004)

1. School districts are required to reimburse any expenses incurred by a county, city or township when conducting a regular or special election on behalf of the school district.
 - If a regular or special school election is not held in conjunction with another election conducted by the county or local jurisdiction, the school district is responsible for 100% of the costs attributable to the conduct of the school district's regular or special election.
 - If a regular or special school election is held in conjunction with another election conducted by the county or local jurisdiction, the school district is responsible for any added costs attributable to the conduct of the school district's regular or special election.
2. The county and local jurisdictions are required to provide the school board with a "verified account of actual costs" associated with the conduct of the school district's election no later than the 84th day after the date of the election.
3. Upon receipt of a reimbursement request, the school board must "pay or disapprove all or a portion of the verified account" within 84 days.
4. The school board is required to review any disapproved costs with the county, city or township. If an agreement on the disapproved costs cannot be reached, the Secretary of State is responsible for resolving the matter.
5. County and local jurisdictions must use the cost factors and standards established by the Department of State for the administration of the presidential primary reimbursement program when preparing reimbursement requests for school elections.

EXAMPLES OF REIMBURSABLE COSTS:

1. **Precinct Inspectors** (number, rate of pay)
 - Chairpersons
 - Inspectors
 - Stand-bys/Clerks
 - Absent Voter Counting Boards
 - Training classes
 - Receiving Boards
 - Certifying Boards
 - Meals for precinct workers if normally provided
2. **Temporary Employees** (number, function, cost, length of employment)
 - Office clerical assistance to perform election functions
 - Security Guards
 - Canvassers (County or local level)
 - Vendor election-day support (software/hardware)
3. **Election Overtime or Extra Compensation Paid to Regular Employees or Officials** - if it is the jurisdiction's standard practice to pay overtime or extra compensation to regular employees or officials for handling elections (hours worked, rate of pay, number)
 - 8 a.m. - 2 p.m. on the Saturday before the Election
 - Hours in excess of 8 hours on Election Day
 - Equipment set-up/preparation
4. **Postage**
 - Absent voter ballot applications
 - Absent voter ballots
 - Inspector assignment mailings
 - Pay checks mailed
5. **Voting/Tabulation Equipment**
 - Pre-election set-up costs
 - Post-election disassembly costs
 - Equipment delivery
 - Vehicle gasoline or mileage costs associated with the transportation of voting equipment.
 - Vehicle rental charges may be claimed if the vehicles are not owned by the jurisdiction.

EXAMPLES OF REIMBURSABLE COSTS (CONTINUED):

6. Polling Place Rental

- Rental charges for *private* buildings used to establish polling places

7. Janitorial Service (number of precincts, cost)

8. Publications

- Close of registration notice (2)
- Election notice (2)
- Accuracy Test notice

9. Supplies

- Ballots and/or ballot printing
- Petitions and affidavits of identity
- Poll Books
- Applications to vote
- Application binders
- Absent voter applications
- Envelopes #1, #2, #3, #4, and #5
- Green ballot case certificates
- #9 and #10 envelopes for absent voter applications
- Absent voter ballot mailing and return envelopes
- Seals (red paper seals, lead wire seals, flat metal seals)
- Write-in Statement forms
- Challenger placards
- "I Voted" labels
- Printing of letters, cards, instructions, etc.
- Mailing envelopes
- Styrofoam and punching tools
- Miscellaneous supplies (paper, pens, tape, diskettes, etc.)

10. Miscellaneous

- Travel and transportation expenses
- Equipment rentals
- Election programming costs
- Social security paid on eligible payroll wages
- Placement of signage and hooding of parking signs

NO. 95-325

RESOLUTION

10/10/95

BY: WAYS AND MEANS COMMITTEE (10/3/95)

RESOLVED By the Bay County Board of Commissioners that pursuant to the recommendation of the Bay County Clerk, the fee for programming for special elections shall be set at \$100 per precinct.

EDWARD L. RIVET, CHAIRMAN
WAYS AND MEANS COMMITTEE

ELECPROG.

Bay County Board of Commissioners 10/10/95 Session

Resolution/Motion No. 95325 Sponsored By: _____

Moved by Comm. Rivet Supported by Comm. Reder

Disposition: Adopted ☒ Defeated _____ Withdrawn _____

Amended _____ Corrected _____ Referred _____

voice

9 Yeas, 0 Nays

If a special election is called on a date provided under Section (4), the School District Coordinating Committee shall schedule the special election date. MCL 168.641, MCL 168.312.

This Initial Report/Agreement may be altered in writing upon the consent of the undersigned jurisdictions.

The County Clerk shall file a copy of this Initial Report or subsequent altered Report(s) with the State of Michigan, Bureau of Elections and each Coordinating Committee Member shall sign the Report. MCL 168.305(1)

Member

Date

Cynthia A. Luczak, Bay County Clerk

Essexville/Hampton School District Rep.

Lois Englehardt, Essexville City Clerk

Pamela Wright, Hampton Township Clerk